

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director of Operations  
Deputy Director for Science and Technology  
Director of Personnel  
Comptroller

FROM: Executive Director

SUBJECT: Coordination of Television Techniques and Facilities

REF:  2 October 1979

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1. This memorandum establishes a CIA Television Techniques and Facilities Advisory Panel to assist in the coordination of the acquisition, use, maintenance, etc. of television facilities and equipment. This Panel will replace the previous CIA Presentational Means Steering Group which began informally in 1976 and was given a formal charter in 1979 (reference). That charter expired in 1980.

2. The Panel will advise the CIA Executive Committee on

- (a) requirements for television techniques for intelligence presentation, training, and support. Sensitive operational uses by the Operations and Science and Technology Directorates and national program uses are excluded.
- (b) the state of the art of television technology and techniques;
- (c) needs for TV facilities, equipment and specialized skills;
- (d) policies for mutual support, coordination and integration of such facilities amongst Agency users; and
- (e) priorities for enhancing existing television capabilities.

3. Initially, the Panel will consist of representatives from the Office of Communications, Office of Training, Office of Global Issues, Office of Central Reference, Office of Current Operations, Printing and Photography Division/OL, Office of Logistics, Comptroller and user elements of the DDO and DDS&T. Other user representatives can be added as necessary. Planning officers of each directorate and a representative of the Planning Staff will be ex officio members of the panel. The panel will be chaired on a rotating (yearly) basis between representatives from organizations in the DDA and NFAC as the major users of TV facilities.

John N. McMahon

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